

### **COST SHARE PROGRAMS SPOT CHECK POLICY**

1. Supervisors shall be responsible for conducting annual spot checks to ensure program compliance for the following:
  - a. 5% or more of all active contracts per program. Contracts should be randomly selected.
  - b. All waste management systems for operations not permitted by the Division of Water Quality for five years following implementation. The mandatory waste management spot check cannot make up the total 5% random spot check. After selecting 5% of active contracts, any remaining waste management systems not randomly chosen must be added and reviewed for five years following implementation. The technical review should not be completed by the person who developed the plan.
  - c. All agricultural ponds.
  - d. 5% of all nutrient management best management practice (BMP) contracts. The technical review should not be completed by the person who developed the plan.
  - e. Any ACSP contract, revision, supplement or repair completed under a Cost Share Program or other nonpoint source pollution cost-shared programs for lands owned or operated by a district, county, division or NRCS employee or district supervisor will be spot checked by representatives of the NRCS Area Office within one year after completion of a contract item (effective 12/13/90). Any AgWRAP or CCAP contract, revision, supplement or repair completed under a Cost Share Program or other nonpoint source pollution cost-shared programs for lands owned or operated by a district, county, division or NRCS employee (AgWRAP only) or district supervisor will be spot checked by representatives of the division within one year after completion of a contract item.
2. Spot check reports must be submitted to the division annually. Refer to the Program Year Due Date policy for deadline date.
3. The commission encourages the participation of all the supervisors in the spot check process, and it requires that at least one supervisor be present for every spot check. The division recommends that all supervisors participating in the site visits inspect the selected operations together and that district, NRCS and/or division technical staff will accompany the supervisors to provide technical expertise.
4. Districts are to document the number/names of all persons participating in the spot check process. The Open Meetings Law requirements must be met if a quorum of supervisors participates in the spot check process.
5. During the spot check process, technical staff will provide to supervisors the cost share contract including the conservation standard, conservation plan, design (if applicable) and field notes.
6. If a contract is found to be in non-compliance, refer to and follow the non-compliance policy.